



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

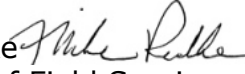
RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

September 5, 2014

MEMORANDUM

TO: Select Michigan Electronic Grants System (MEGS) Lead Administrators, Consolidated Application Main Contacts, MEGS Authorized Users, and Title III Program Directors of agencies eligible to receive Title III, Part A Limited English Proficient (LEP) Funds

FROM: Michael W. Radke 
Director, Office of Field Services

SUBJECT: 2014-15 Title III, Part A LEP **DEADLINE** for Joining a Consortium in Order to Receive Title III, Part A Limited English Proficient Funds

Agencies receiving this memo have a Title III, Part A LEP **preliminary** allocation of less than \$10,000. In order to remain eligible to apply for 2014-15 Title III, Part A LEP funding, Local Educational Agencies (LEAs) with a preliminary allocation of **less than \$10,000** are required to join a consortium in order to participate in the Title III, Part A LEP Grant. Please note this requirement is based on an agency's **preliminary allocation**, not the final allocation which **may** incorporate additional supplemental or reallocated funds.

LEAs that are required to join a consortium must do so by September 19, 2014, in order to remain eligible for funding. After the September 19, 2014 deadline, **final** 2014-15 Title III, Part A LEP allocations will be calculated for eligible LEAs and loaded in the 2014-15 Consolidated Application. If your LEA chooses to form a consortium or needs to add additional consortium members and your Consolidated Application has been submitted, ask your Field Services Consultant to return it for modifications. Instructions on how to form or join a consortium are attached.

The amount of your agency's preliminary Title III, Part A LEP Grant allocation may be found in the attached Excel file. The spreadsheet lists all agencies that have a Title III, Part A LEP allocation of **any amount**. If your agency is required to become part of a consortium, it will be indicated in the last column highlighted in red.

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Please direct program questions to the Field Services Consultant for your area or to Shereen Tabrizi, Special Populations Unit Manager, at (517) 373-6066. For MEGS+ Consolidated Application questions, contact Judy Thelen at (517) 335-1266, and for questions about allocations, contact Tammy Franks at (517) 335-0352.

Attachments:

HOW TO *FORM* A CONSORTIUM (for fiscal agents):

1. Open up your Consolidated Application.
2. Open the “View/Edit” page, and click on the “School Level Budget/Consortium Member” link.
3. On the page that loads, click on the “Consortium Member Search” link to bring up consortium members for all grants in this application that have been invited to join a consortium or have already accepted an invitation to join a consortium.
4. Enter the agency code of the agency you want to invite into consortium In the “Agency Name (partial) or Agency Code/Agreement Number” window and click SEARCH:

[Consortium Member Search](#) | [View/Edit Menu](#)

Consortium Members

Agency Name (partial) or Agency Code/Agreement Number:

5. The agency will appear on your screen (image below). Check the box next to the agency you wish to invite.
6. Select the appropriate grant in the dropdown window to the right of the agency name.

[Consortium Member Search](#) | [School Search](#) | [View/Edit Menu](#)

Consortium Members

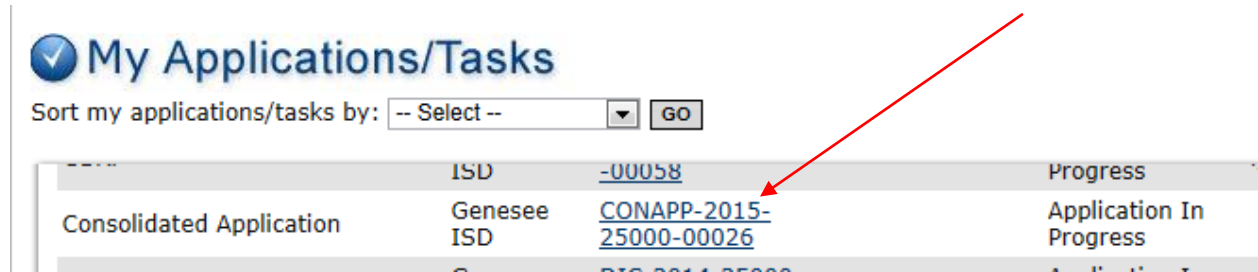
Agency Name (partial) or Agency Code/Agreement Number:

<input type="checkbox"/> Agency	Recipient Code	Building Code	Funding Source
<input checked="" type="checkbox"/> Lincoln Park, School District of the City of	82090	00000	Title III - Limited English Proficient Students

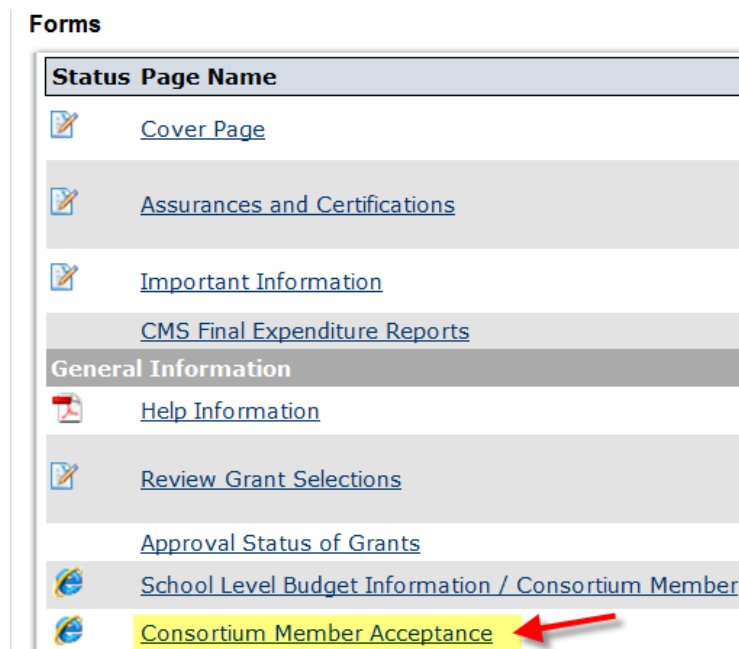
7. Click “SAVE” at the top of the page.
8. The agency will now appear in your consortium member list with “NO RESPONSE” in the “Invitation Response” column. You can monitor this column to determine if an agency has or hasn’t responded.
9. An auto-generated e-mail from MEGS+ will be sent to the invited agency that includes instructions on how to join your consortium. When the agency responds, their response is automatically appears in the fiscal agent’s consortium list.

HOW TO JOIN A CONSORTIUM (FOR INVITED AGENCIES):

1. Once you receive the MEGS+ automatically-generated e-mail inviting your agency into a LEP grant consortium, login to MEGS+. The Consolidated Application of the fiscal agent that issued the invitation should be available in your "My Tasks/Applications" list. If it is not, select "Quick Search" at the top of the MEGS+ main page, and search for "Consolidated Application." The fiscal agent's Consolidated Application will appear. Click the "Identifier" link to open the application:



2. Open the "View/Edit" page of the application and click on the "Consortium Member Acceptance" link in the "Forms" section:



3. Select the appropriate label in the dropdown window, and then click on "NOTIFY FISCAL AGENT" at the top of the page and you're done. The fiscal agents' application will show your agency as belonging to its consortium.

